PURCHASING AUTHORITY FOR GOODS AND MATERIALS

PURPOSE

The purpose of this policy is to set out the City's policy establishing authority for purchasing goods, supplies, materials or equipment.

POLICY

Contracts or purchase requisitions for the procurement of specific material items are distinct from contracts for services. If the predominant purpose of a contract is for the City to obtain goods, supplies, materials or equipment, this Policy and the Purchasing Procedures as adopted and enforced by the City Manager's Office, shall be adhered to. Contracts entered for the purpose of obtaining related service, installation, repair or maintenance of goods, supplies, materials or equipment shall also be entered into in a manner consistent with the Purchasing Procedures.

I. GENERAL AUTHORITY TO ENTER INTO CONTRACTS OR PURCHASE REQUISITIONS FOR THE ACQUISITION OF GOODS AND MATERIALS

Provisions of the Charter govern the methods through which the City may be bound by contracts. Under the Charter, all contracting authority, with the exception of services rendered by a person in the employ of the City at a regular salary, rests with the City Council.

II. DELEGATION OF AUTHORITY TO ENTER INTO CONTRACTS OR PURCHASE REQUISITIONS FOR THE ACQUISITION OF GOODS AND MATERIALS

The City Council hereby delegates its authority to contract for the acquisition of equipment, materials, or supplies to the City Manager and through his or her Department Director, as set out below. All formalities required under the provisions of the Charter shall be applied to these contracts. Additionally, the City Manager shall adopt and enforce purchasing procedures that assure all purchases are: (1) entered into at a reasonable, fair and competitive price to the City; (2) ensure all necessary formalities are followed and the requirements of federal, state, and locals laws, including Council policies, are met; (3) best accounting practices are followed; and (4) the purchasing process of the City is open and transparent, and provides accountability.

A. Authority to Enter Contracts or Purchase Requisitions

The authority to enter into original contracts and purchase requisitions for the acquisition of goods and materials is designated below.

1. City Manager

The City Manager is authorized to award and sign contracts or purchase requisitions for the acquisition of goods and materials without prior Council approval in an amount not in excess of \$120,000, provided that funds are available within the approved City budget. This authority shall not be delegated below the Assistant City Manager level.

2. Department Directors

Department Directors are authorized to award and sign contracts or purchase requisitions for the acquisition of goods and materials with prior City Manager or Council approval in an amount not in excess of \$75,000 provided that the funds were approved by the City Council and are available within the annual Department budget. Delegation of this authority will be outlined in the Purchasing Procedures.

III. FUTURE AMENDMENTS TO POLICY

Any future changes in the provisions of this Policy shall be made by resolution of the City Council.

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Corrected - February 26, 1996

Amended – March 14, 2000 (Purchasing Procedures Only)

Amended – November 22, 2005 (Purchasing Procedures Only)

Amended – January 25, 2011